



DEPARTMENT OF THE NAVY
COMMANDER AMPHIBIOUS GROUP THREE
NAVAL STATION BOX 368201
3985 CUMMINGS ROAD, SUITE 4
SAN DIEGO, CALIFORNIA 92136-5289

COMPHIBGRUTHREEINST 3120.3Q

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COMPHIBGRUTHREEINST 3120.3Q

Subj: COMPHIBGRU THREE/EXPEDITIONARY STRIKE GROUP FIVE
STAFF DUTY OFFICER/ASSISTANT STAFF DUTY
OFFICER PROCEDURES

Ref: (a) SOPA COMANAVREGSW 5400.2
(b) COMPHIBGRUTHREEINST 2000.3J

Encl: (1) SDO Job Qualification Requirements
(2) Quarter Deck Watch Duties and Responsibilities
(3) ASDO Security Check Off List
(4) COMPHIBGRU THREE Staff Duty Officer Briefing
Memorandum
(5) Heavy Weather Warning Sheet
(6) Suggested Log Entries
(7) COMPHIBGRU THREE ASDO Indoctrination Check List

1. Purpose. To promulgate standard watch procedures for the Staff Duty officer (SDO) and Assistant Staff Duty Officer (ASDO) ashore.

2. Cancellation. COMPHIBGRUTHREEINST 3120.3P.

3. General. The SDO is the direct representative of the Commander. As such, the SDO is charged with the responsibility of coordinating or initiating required action when neither the Commander, the Chief of Staff (COS), nor appropriate ACOS's are available. The duties of the SDO assume particular importance when called upon to make decisions in cases of emergencies, or in resolving matters that cannot be referred to higher authority or to the appropriate staff officers having primary responsibility. It is imperative that all SDO's keep themselves fully informed of existing situations and the policies of the Commander, and understand the approved manner of taking action on matters that may arise.

4. SDO/ASDO Eligibility.

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a. SDO Eligibility. Officers in pay grades W-1 through O-4 and enlisted E-7 through E-8 assigned to COMPHIBGRU THREE / ESG-5 Staff (including those assigned TAD for 30 days or longer) are eligible to qualify as SDO with the following exceptions:

- (1) Flag Lieutenant
- (2) Flag Secretary
- (3) Flag Writer
- (4) Assistant Chief of Staff (ACOS)
- (5) Senior Watch Officer

b. ASDO Eligibility. CPG-3/ESG-5 E-6 and below personnel are eligible to qualify as ASDO with the following exceptions:

- (1) Flag Writer
- (2) Flag CS
- (3) Flag Driver
- (4) Duty ITs.

5. Action.

a. ACOS. The cognizant staff officers must keep the SDO fully informed and advised of matters on which action(s) may be required during the duty day.

b. Staff Duty Officer. SDOs are qualified per enclosure (1). In standing duty, the SDO shall:

(1) Stand a watch commencing at 0630 on normal workdays and ending at 0630 the following day. Weekends require SDO/ASDO to review message traffic prior to 0900 each day and make reports as required to ACOS and COS.

(a) On normal workdays, open the building NLT 0630 and maintain the watch at the headquarters until 1730, or when secured by the COS. If the COS and/or the Admiral remain at the Headquarters after 1730, the SDO shall also remain at the Headquarters unless permission is received to secure. Ensure the Quarter Deck watch is stood up during normal workdays by 0730 and is secured by 1600 IAW enclosure (2). Under all THREATCON conditions, if contract-cleaning services

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have been employed, ensure, along with the ASDO, that the cleaning team personnel are properly supervised and security is maintained while cleaning personnel are in the office spaces. At 1730, confirm cleaning personnel have departed and lock perimeter doors IAW enclosure (3).

(b) Outside normal working hours, the SDO may travel within commuting distance of 32nd Street Naval Station, San Diego, as long as telephone connectivity is maintained with the Chief of Staff, N3/N5 and PHIBRONs. The Assistant SDO (ASDO) provides assistance to the SDO. Flagship communications support requirements are specified in reference (b).

(c) On Saturdays, Sundays and holidays, the SDO shall arrive at the CPG-3 headquarters building and review message traffic no later than 0900. The SDO shall also complete daily weekend security checks of headquarters. Periods of increased readiness or threat conditions may require the SDO to remain at headquarters. In these cases the SDO will keep the Chief of Staff apprised and, as the situation allows, request permission to secure.

(3) On normal workdays the SDO shall check with each ACOS for instructions/pending action items prior to reporting to the Chief of Staff at 1600. Comments should be logged in the SDO Log Book.

(4) The SDO shall fill out Enclosure (4) and provide it to the Staff Duty IT to ensure the Staff Duty IT has correct contact information for the SDO/ASDO should any emergencies or time-critical message traffic arise.

(5) SDO's and ASDO's shall stand the watch in the uniform of-the-day during the work week. On weekends the SDO/ASDO may conduct business at headquarters in civilian attire but should be prepared to wear a uniform as dictated by the Plan of the Week and as contingencies dictate. Watch standers are direct representatives of the Commander and must be prepared to function as such at all times.

(6) Review all incoming messages. After working hours, notify the appropriate staff officer of action messages,

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immediate precedence or higher, that in his/her judgment cannot wait for action until the next working day. The N3 (or acting) shall be notified of all immediate precedence messages, for action or information, unless determined to be of no immediate concern. In any case, if there is doubt in an SDO's mind concerning the importance of notifying an action officer, regardless of message precedence, the SDO will contact the appropriate action officer and discuss the matter with him/her.

(7) Notify the Chief of Staff, N3 and Command Master Chief (in that order) of all OPREP and UNIT SITREP reportable incidents pertaining to CPG-3/ESG-5 units or any ships berthed at NAVSTA San Diego (CPG-3 is dual-hatted as SOPA SUBAREA East Admin). The Public Affairs officer should also be called when, in the judgement of the SDO, an incident may have Public Affairs implications. Occasions on which to contact the COS/N3/CMC include, but are not limited to, the following:

(a) Major accidents or incidents involving ships/units, including significant personnel incidents or disturbances. Incidents that directly effect a units operational readiness shall be reported immediately.

(b) Any ATFP incident involving CPG 3/ESG 5 units or could possibly involve them in the near future. Increases to the current FPCON. Changes to the current FPCON will also be reported to the CPG 3/ESG 5 ATFP officer.

(c) OPREP-3 (Navy Blue/Pinnacle) from any CPG 3/ESG 5 unit shall be reported immediately. UNIT SITREPS will be reported as required. SITREPS involving readiness of units shall be reported immediately.

(d) C3 and C4 CASREPS of ships/subordinate commands in CPG-3/ESG-5.

(e) Heavy weather warnings for the SOCAL area.

(f) Bomb threats to ships in PHIBGRU THREE.

(g) Oil spills.

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(h) Receipt of Emergency Action test messages (White Rocket/White Pinnacle/Exercise Blue Dart/DEFCON change/or KENT RUNNER, etc.)

(i) Any emergency condition (including force protection issues.)

(j) Again, if in doubt, report the incident and ask for guidance/direction.

(9) In case of doubt concerning appropriate action to be taken in regard to any matter during the watch, consult the appropriate ACOS concerned on the subject matter. In the event that the ACOS is not available, or additional assistance or guidance is needed, contact the Senior Watch Officer, N3, or Chief of Staff, in that order, as available. For action matters relating to other commands, obtain the approval of the officer normally authorized to release messages in regard to that matter, or the Chief of Staff, prior to releasing any message, which commits this command to a position, policy or action.

(10) Recall all staff personnel in the event of general recall, or recall only selected personnel in the event particular assistance is required.

(11) Stay informed at all times as to the location and prospective movements of the Commander and the Chief of Staff.

(12) Be responsible for conducting a security inspection, together with the assistance of the ASDO, of all COMPHIBGRU THREE office spaces prior to departure from the headquarters (enclosure 3 will be utilized). Security checks will be conducted on weekdays, weekends and holidays by the SDO/ASDO to ensure the physical security of all office spaces. Inspect for the proper storage of all classified material, including the security of all vaults, safes, STUs, computer hard drives, and the physical security of the building. If classified material is found, the SDO will contact the appropriate Department Head, N2 (Assistant Security Manager), and then secure the material. Likewise, if an unsecured container is found, the appropriate Department Head and N2

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should be notified. Additionally, the individual responsible for that container will be called to the headquarters at that time to inventory the contents. Complete entries will be made in the SDO logbook to include the time the responsible party was notified, time he/she arrived to conduct the inventory, when the inventory was completed, and results. Appropriate comments should also be reflected on the security sheet. Security check sheets, signed by both the SDO and ASDO will be turned in to N2 NLT 0800 the first working day following the duty day.

(13) In the event that notification of a classified message or document is received for which the proper security clearance is not held by the SDO, immediately notify the appropriate ACOS and/or N2.

(14) In the event of notification of death or serious injury to any personnel in the Group, (this includes all ships, squadrons or other units) notify the COS, COMPHIBGRU THREE Casualty Assistance Calls Officer (CACO), Command Chaplain and the Command Master Chief.

(15) If weather warning condition forecasts sustained winds of 20 knots or greater, or other unusual weather condition, e.g. tsunami watch/warning, the SDO shall pass appropriate enclosure (5) information to SOPA SUBAREA East Admin ship and request the formatted information be passed over the Command Early Warning Net (CEWN), using the "All ships present SUBAREA East, this is SOPA SUBAREA East Admin" call up. Coordinate heavy weather requirements with Naval Station, San Diego.

(16) Take custody of and determine the importance and urgency of all hand-delivered messages and correspondence for the Commander.

(17) Maintain the SDO Log, sign and deliver it to the relieving SDO with the paging device, duty key ring, and other SDO related items contained in the SDO briefcase, upon face to face turnover at the Headquarters building. Suggested entries for the log are provided in Enclosure (6).

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(18) Throughout workday periodically check on Quarter Deck watch to ensure proper watch standing and to answer any questions or concerns for watch personnel.

(19) The off going SDO will report to N3 and then the Chief of Staff at 0730 or immediately upon their arrival and brief them on any significant events, e.g., ships underway, locations of subordinate commanders, schedule changes, important messages, etc., which occurred.

c. Assistant Staff Duty Officer. The ASDO provides assistance to the SDO. In standing this duty, the ASDO shall:

(1) Complete all requirements in enclosure (7) prior to standing your first watch.

(2) At 1630 or thereafter (weekdays) the ASDO will commence a daily security inspection of all office spaces, checking for proper stowage of classified material and security of the building. Enclosure (3) will be utilized. If classified containers are found open, or classified material is not properly secured, act in accordance with procedures outlined in reference (b). Provide discrepancies to the SDO for entry in the SDO's logbook. Upon completion of security checks, present ASDO Security Check Off List to the SDO for signature.

(3) Be available to act as a Duty Driver only when departments are unable to provide a driver. During working hours, all attempts should be made by each department to provide a driver for events involving their personnel.

(4) Keep the SDO informed as to his/her whereabouts during non-working hours in the event that recall is required.

(5) Stand watch on the Quarter Deck, as assigned, until secured at 1600 by the Staff Duty Officer. Stand the watch IAW enclosure (2).

d. SDO/ASDO Watch bill Publication.

(1) The Senior Watch Officer will be designated by the Chief of Staff.

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(2) The SWO will publish successive monthly SDO watchbills by the 20th of each month. SDOs shall plan their leave requirements sufficiently in advance to accommodate the preparation of each month's watchbill therein all routine leave requests shall be routed through the SWO. Availability for the following month shall be sent to the SWO prior to the 20th of each month. All routine changes to the published watchbill shall be presented to the SWO in writing via E-mail. Once the watchbill has been published, all individuals are responsible to provide for their own relief, except in emergencies when the SWO will coordinate a relief. If a situation develops in which an SDO cannot assume/complete his/her duties, the SWO shall be notified and the current SDO will request the published Watch Super relieve him/her. The watch bill will list two Watch Supers to be used in emergencies. If neither can take the watch, inform the SWO immediately.

(3) The ASDO/Quarter Deck Watchbill Coordinator will be responsible for providing a watchbill schedule to the SWO prior to the 20th of each month. ASDO's and Quarterdeck watch standers shall plan their leave requirements sufficiently in advance to accommodate the preparation of each month's watchbill. Routine leave requests submitted for approval after the 15th of each month must include the name of a stand-by ASDO/Quarter deck watch stander, except in emergencies when the ASDO Watchbill Coordinator will coordinate a relief. All routine changes to the published watchbill shall be presented to the ASDO watchBill Coordinator in writing or via E-mail. If a situation develops in which an ASDO cannot assume his/her duties, the ASDO watchbill coordinator shall be notified and the current ASDO will remain on duty until an appropriate relief can be provided.

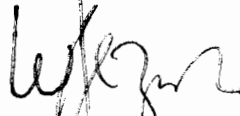
e. Duty IT. After normal working hours, the SDO shall coordinate any message requirements with the Duty IT. The Duty IT will review all message traffic for precedence and action addresses, and will notify the SDO of those messages that may require further action. Enclosure (4) refers.

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f. Reference Material. An SDO file is maintained by the SWO as a ready reference to assist SDOs in the performance of duty, and contains the following:

- (1) Up-to-date files of pertinent orders, instructions, duty status sheets and other data for the guidance of the SDOs.
- (2) Current copies of staff directories and a current copy of the staff recall bill.
- (3) Copies of applicable duty lists.
- (4) POC lists for all units in the chain of command.

6. Copies of the above material will also be kept in the SDO briefcase.



W. F. JEZIEWSKI
Chief of Staff

Distribution:
COMPHIBGRUTHREEINST 5216.1Z
Lists 1-6

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CPG 3/ESG 5 SDO JOB QUALIFICATION REQUIREMENT

Rank: _____ Name: _____

1. Perform/Discuss the following routine evolutions:
 - a. Conduct SDO turnover _____
 - b. Screen SDO Message Traffic _____
 - c. Conduct Security Checks _____
 - d. Debrief Chief of Staff _____
 - e. SOPA SUBAREA East Functions _____
2. Discuss the duties and responsibilities of the following watchstanders:
 - a. CPG-3 Communications Watch _____
 - b. CPG-3 Assistant Staff Duty Officer _____
3. Discuss the following abnormal/emergency conditions:
 - a. Major accidents/incidents involving CPG-3/ESG-5 ships
units or personnel _____
 - b. C3/4 CASREPS to CPG-3/ESG-5 ships _____
 - c. Heavy Weather Warnings for SOCAL OPAREA _____
 - d. Emergency Dispersal _____
 - e. Bomb Threats in SUBAREA East _____
 - f. Oil Spills in SUBAREA East _____
 - g. Receipt of Emergency Action Message _____
 - h. Death/Serious injury (CACO) _____

Encl (1)

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- i. SCIF Alarm _____
 - j. Prepare "Sample" Violent Crime Report (VCR) _____
 - k. Prepare "Sample" Personnel Casualty Report _____
 - l. Prepare "Sample" Unit SITREP _____
 - m. Prepare "Sample" OPREP 3 Navy Blue _____
4. Be familiar with Force Protection conditions and actions required:
- a. FPCON (Normal, Alpha, Bravo, Charlie, Delta) _____
5. Stand three Staff Duty Officer Watches Under Instruction (Minimum 1 Weekend):
- | | |
|-------------|---------------------|
| Date: _____ | SDO Initials: _____ |
| Date: _____ | SDO Initials: _____ |
| Date: _____ | SDO Initials: _____ |
6. **Qualified:** _____ **Date:** _____
 Senior Watch Officer

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QUARTER DECK WATCH DUTIES AND RESPONSIBILITIES

1. The Head quarters Quarter Deck will be manned from 0630 to 1630 during normal business days. Hours may be modified by the Senior Watch Officer and Staff Duty Officer, as required.
2. The ASDO Watch-bill Coordinator is responsible for the promulgation of the monthly watch bill. Watch standers will be E-6 or below and can also be TAD personnel. Watch standers for each day will consist of the assigned ASDO for that day and one other. The day will be split and each watch stander will be available to the other when not on watch for breaks, as needed.
3. Once the watch is established, watch standers will be responsible for the following:
 - (a) Maintain control of visitor badges. Inventory of badges will be done at the end of the watch day and at the beginning of the next day. Badges will also be inventoried at watch turnover.
 - (b) Maintain control of number and location of visitors.
 - (c) Maintain watch-to-watch turnover log as required.
4. Be prepared to re-locate Quarter Deck to alternate location in the event of a power loss or safe operation of elevator.
 - (a) Alternate Quarter Deck shall be located in the vestibule at the top of the ladder near the Admiral's elevator.
 - (b) Quarter Deck will be moved to this location as needed. If due to power loss, all visitor control will be maintained in the watch turnover log.
5. Keep the Staff Duty Officer (SDO) informed of any incidents or items that may need to be briefed up the chain of command.
6. Eligibility:
 - (a) All E-6 and below with the following exceptions: Flag Writer, Flag CS and the Flag driver.
 - (b) Personnel assigned to CPG3/ESG5 for any period over 30 days.

Encl (2)

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7. Qualification:

(a) Quarter Deck watch standing personnel will be qualified IAW the Senior Watch Officer's direction.

ASDO SECURITY CHECK OFF LIST (updated 30Nov05)					DATE: _____				
DEPT	LOCATION	SAFE	ST U III	SIPR NET PC	DEPT	LOCATION	SAFE	STU III	SIPR PC
		78_____	N/A	7		RM 314	7 _____	NA	2
		62_____	N/A		N2		NA	#074549 _____ #058986 _____ #056211 _____(scif) #075671 _____(scif)	5
N3/5	RM 319	45 Empty	#51029 _____	22		RM 308	27_____	#56209	1
		11a_____	#110089 _____		N5	RM 309	34_____	#35529	1
		11b_____	#120857 _____		N6	RM 315	NA	#59971 _____ #58973_____	1
		80_____	#48626 _____		N00M	RM 316	47a_____	#120856_____	9
		28_____					47b_____	#120896_____	
		1_____			N00J	RM 322	57_____	NA	3
		2_____					64_____		
		3_____					32_____		
		4_____					14_____		
		5_____			CCC		92 (Empty)	NA	2
PAO		NA	NA	1	N3	RM 310	30_____	NA	NA
N01G		NA	NA	2		VESTIBULE	63_____	67_____	NA
							66_____	68_____	NA
CNA FIELD REP		37_____	NA	NA	N4 (#23) VAULT		40 _____	NA	3
N4 ELEVATOR		_____					NA	NA	NA
CONFERENCE ROOM		NA	NA	1	N8	(Aviation Office)	38 _____	NA	NA
**MARCOMDET			#54780_____ (Locked Room)		CCO	(Next to gym)	49 _____	#75031	1
COS			#120853__		RDML			#64358 _____	1

NOTES: Safe #45 in the N3/5 area is open and empty.
Safe #92 in the CCC area is open and empty.
MARCOMDET is a locked office with a combination code for entry.
Two of the STU III in the N2 Office are in the SCIF and inaccessible.

PERSONNEL STILL IN SPACES

SPACE	NAME	ETD	REMARKS	H/D IN USE

SIGNATURE OF SDO

SIGNATURE OF ASDO

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- NOTE:
1. ASDO must ensure that all personnel still present fill in the above section, stating estimated time of departure (ETD), and that they are accountable for their hard drive (H/D).
 2. If a hard drive is found still in a computer and the operator is gone for the day, remove hard drive and hand in to Comms. Leaving a note for the operator as to the whereabouts of their hard drive is optional.
 3. If you find a STU III key still in the STU III, remove it, label it to as where you pulled it from, and give to the Duty IT. Duty IT will pass key to the Key Holder in N6.
 4. Please indicate a locked safe by using either a check mark or an X. Ensure that personnel responsible for open safes initial next to the safe number of the unlocked safe.
 5. It is the responsibility of the SDO to ensure that all external doors are locked prior to departing for the day; however, this can be delegated. The doors are located outside the front office, admin, leading to the stairwell, and the Admiral's passage.

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COMPHIBGRU THREE/ESG-5 STAFF DUTY OFFICER BRIEFING MEMORANDUM

From: Staff Duty Officer, COMPHIBGRU THREE/ESG-5
To: Staff Duty Information Systems Technician,
COMPHIBGRU THREE

Subj: DUTY FOR THE NIGHT OF _____

1. If any problems or questions arise, request you call me as follows:

a. Primary - Home: _____

2. As a minimum, I should be called for:

a. Immediate or higher precedence messages in which COMPHIBGRU THREE, SOPA SUBAREA East Admin (and, if appropriate, SOPA SUBAREA East) is an ACTION or Info addressee.

b. Any significant incident noted in subparagraphs (1) through (7) below on any assigned ships or units of COMPHIBGRU THREE or any ship currently berthed at Naval Station San Diego.

(1) Major accidents or incidents involving ships or units, including significant personnel incidents or disturbances.

(2) C3/4 CASREPS of assigned ships in PHIBGRU THREE

(3) Heavy weather warnings for the SOCAL area. (Utilize enclosure (3) of reference (a)).

(4) Bomb Threats.

(5) Major oil spills/HAZMAT Spills.

(6) Receipt of Emergency Action test messages (White Pinnacle/White Rocket/DEFON Change/KENT RUNNER, etc...).

(7) Any actual emergency condition.

Encl (4)

COMPHIBGRUTHREEINST 3120.3Q

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3. Reference (a) provides additional information concerning COMPHIBGRU THREE staff duty office procedures.

Staff Duty Officer

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HEAVY WEATHER WARNING SHEET

(FILL IN AND PASS VERBATIM OVER COMMAND EARLY WARNING NET)

1. NAVPACMETOCFAC San Diego Command Duty Officer has issued a _____

- (a) Wind Advisory
- (b) Gale Warning
- (c) Storm Warning
- (d) Thunderstorm Warning

For all commands in the vicinity of San Diego Bay valid for _____
Hrs commencing _____.

2. The expected conditions are:

- (a) Winds _____ to _____, _____ to _____
(DIRECTIONS)

_____ Knots
(SUSTAINED VELOCITY)

With gusts to _____ knots.

- (b) Significant Surf _____ ft. Maximum Surf
_____ ft.

3. (Other information as provided by waterfront OPS).

4. All ships are directed to take appropriate precautions.

5. METOC CDO: (619) 571-9185

Encl (5)

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SUGGESTED LOG ENTRIES

1. Abbreviations

- a. SOPA = Senior Officer Present Afloat
- b. PDL = Pass Down the Line
- c. SDO = Staff Duty Officer
- d. CDO = Command Duty Officer
- e. CPG-3 = Commander, Amphibious Group THREE
- f. ESG-5 = Expeditionary Strike Group FIVE

2. Relieving and being relieved

- a. Assumed the duty as SDO. PDL items:
- b. Relieved as SDO by: _____.

3. Transfers of Flag/Guard

- a. COMPHIBGRU THREE/ESG 5 shifted the Flag from USS _____ to USS _____.
- b. _____ assumed SOPA as reported by SOPA San Diego CA (DTG)

4. Leave/TAD

- a. COMPHIBGRU THREE/ESG 5 hauled down his flag and departed on _____ days leave/TAD.
- b. COMPHIBGRU THREE/ESG 5 returned from leave/TAD and broke his flag in USS _____.

5. Movement

- a. Departed CPG-3 headquarters

Encl (6)

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- b. Departed for quarters
- c. Arrived at quarters
- d. Departed for CPG-3 Headquarters

6. Contacts - Process/Procedures

- a. Completed brief of Duty IT.
- b. Contacted by telephone and received report from concerning: -- (DTG) --, Subj: _____. Determined that message should be annotated as to advance notification and slotted for normal routing.
- c. Received telephone report from: _____ concerning: -- (DTG) --, Subj: _____. Determined that immediate action by SDO is required. Actions taken. Persons informed.

7. Security

- a. Conducted security check of CPG-3 Headquarters; deficiencies and/or personnel remaining in offices at completion noted on check sheet. Security violations noted.

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COMPHIBGRU THREE/ESG 5 ASDO JOB QUALIFICATION REQUIREMENT

Rank: _____ **Name:** _____

1. Perform/Discuss the following routine evolutions:

- a. Conduct ASDO turnover _____
 - (1) Beeper _____
 - (2) Duty Key Ring _____
- c. Conduct Security Checks _____
- d. Debrief SDO _____

2. Discuss with SDO the duties and responsibilities of the following watchstanders:

- a. CPG-3 Communications Watch _____
- b. CPG-3/ESG-5 Staff Duty Officer _____

3. Discuss with the SDO the following abnormal/emergency conditions: (know the basic requirements of each)

- a. Major accidents/incidents involving CPG-3 ships units or personnel _____
- b. C4 CASREPS to CPG-3 ships _____
- c. Heavy Weather Warnings for SOCAL OPAREA _____
- d. Emergency Dispersal _____
- e. Bomb Threats in SUBAREA East _____
- f. Oil Spills in SUBAREA East _____
- g. Receipt of Emergency Action Message _____
- h. Death/Serious injury (CACO) _____

Encl (7)

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- i. SCIF Alarm _____
 - 5. Be familiar with the following Force Protection conditions:
 - a. FP/CON (Normal, Alpha, Bravo, Charlie, Delta) _____
 - 6. Stand two Assistant Staff Duty Officer Watches Under Instruction:
- Date: _____ ASDO Initials: _____
- Date: _____ ASDO Initials: _____
5. **Qualified:** _____ **Date:** _____

N3/N5

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COMPHIBGRUTHREEINST 3120.3Q

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STAFF DUTY OFFICER/ASSISTANT STAFF DUTY
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- (4) Duty ITs.

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b. Staff Duty Officer. SDOs are qualified per enclosure (1). In standing duty, the SDO shall:

(1) Stand a watch commencing at 0630 on normal workdays and ending at 0630 the following day. Weekends require SDO/ASDO to review message traffic prior to 0900 each day and make reports as required to ACOS and COS.

(a) On normal workdays, open the building NLT 0630 and maintain the watch at the headquarters until 1730, or when secured by the COS. If the COS and/or the Admiral remain at the Headquarters after 1730, the SDO shall also remain at the Headquarters unless permission is received to secure. Ensure the Quarter Deck watch is stood up during normal workdays by 0730 and is secured by 1600 IAW enclosure (2). Under all THREATCON conditions, if contract-cleaning services

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have been employed, ensure, along with the ASDO, that the cleaning team personnel are properly supervised and security is maintained while cleaning personnel are in the office spaces. At 1730, confirm cleaning personnel have departed and lock perimeter doors IAW enclosure (3).

(b) Outside normal working hours, the SDO may travel within commuting distance of 32nd Street Naval Station, San Diego, as long as telephone connectivity is maintained with the Chief of Staff, N3/N5 and PHIBRONS. The Assistant SDO (ASDO) provides assistance to the SDO. Flagship communications support requirements are specified in reference (b).

(c) On Saturdays, Sundays and holidays, the SDO shall arrive at the CPG-3 headquarters building and review message traffic no later than 0900. The SDO shall also complete daily weekend security checks of headquarters. Periods of increased readiness or threat conditions may require the SDO to remain at headquarters. In these cases the SDO will keep the Chief of Staff apprised and, as the situation allows, request permission to secure.

(3) On normal workdays the SDO shall check with each ACOS for instructions/pending action items prior to reporting to the Chief of Staff at 1600. Comments should be logged in the SDO Log Book.

(4) The SDO shall fill out Enclosure (4) and provide it to the Staff Duty IT to ensure the Staff Duty IT has correct contact information for the SDO/ASDO should any emergencies or time-critical message traffic arise.

(5) SDO's and ASDO's shall stand the watch in the uniform of-the-day during the work week. On weekends the SDO/ASDO may conduct business at headquarters in civilian attire but should be prepared to wear a uniform as dictated by the Plan of the Week and as contingencies dictate. Watch standers are direct representatives of the Commander and must be prepared to function as such at all times.

(6) Review all incoming messages. After working hours, notify the appropriate staff officer of action messages,

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immediate precedence or higher, that in his/her judgment cannot wait for action until the next working day. The N3 (or acting) shall be notified of all immediate precedence messages, for action or information, unless determined to be of no immediate concern. In any case, if there is doubt in an SDO's mind concerning the importance of notifying an action officer, regardless of message precedence, the SDO will contact the appropriate action officer and discuss the matter with him/her.

(7) Notify the Chief of Staff, N3 and Command Master Chief (in that order) of all OPREP and UNIT SITREP reportable incidents pertaining to CPG-3/ESG-5 units or any ships berthed at NAVSTA San Diego (CPG-3 is dual-hatted as SOPA SUBAREA East Admin). The Public Affairs officer should also be called when, in the judgement of the SDO, an incident may have Public Affairs implications. Occasions on which to contact the COS/N3/CMC include, but are not limited to, the following:

(a) Major accidents or incidents involving ships/units, including significant personnel incidents or disturbances. Incidents that directly effect a units operational readiness shall be reported immediately.

(b) Any ATFP incident involving CPG 3/ESG 5 units or could possibly involve them in the near future. Increases to the current FPCON. Changes to the current FPCON will also be reported to the CPG 3/ESG 5 ATFP officer.

(c) OPREP-3 (Navy Blue/Pinnacle) from any CPG 3/ESG 5 unit shall be reported immediately. UNIT SITREPS will be reported as required. SITREPS involving readiness of units shall be reported immediately.

(d) C3 and C4 CASREPS of ships/subordinate commands in CPG-3/ESG-5.

(e) Heavy weather warnings for the SOCAL area.

(f) Bomb threats to ships in PHIBGRU THREE.

(g) Oil spills.

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(h) Receipt of Emergency Action test messages (White Rocket/White Pinnacle/Exercise Blue Dart/DEFCON change/or KENT RUNNER, etc.)

(i) Any emergency condition (including force protection issues.)

(j) Again, if in doubt, report the incident and ask for guidance/direction.

(9) In case of doubt concerning appropriate action to be taken in regard to any matter during the watch, consult the appropriate ACOS concerned on the subject matter. In the event that the ACOS is not available, or additional assistance or guidance is needed, contact the Senior Watch Officer, N3, or Chief of Staff, in that order, as available. For action matters relating to other commands, obtain the approval of the officer normally authorized to release messages in regard to that matter, or the Chief of Staff, prior to releasing any message, which commits this command to a position, policy or action.

(10) Recall all staff personnel in the event of general recall, or recall only selected personnel in the event particular assistance is required.

(11) Stay informed at all times as to the location and prospective movements of the Commander and the Chief of Staff.

(12) Be responsible for conducting a security inspection, together with the assistance of the ASDO, of all COMPHIBGRU THREE office spaces prior to departure from the headquarters (enclosure 3 will be utilized). Security checks will be conducted on weekdays, weekends and holidays by the SDO/ASDO to ensure the physical security of all office spaces. Inspect for the proper storage of all classified material, including the security of all vaults, safes, STUs, computer hard drives, and the physical security of the building. If classified material is found, the SDO will contact the appropriate Department Head, N2 (Assistant Security Manager), and then secure the material. Likewise, if an unsecured container is found, the appropriate Department Head and N2

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should be notified. Additionally, the individual responsible for that container will be called to the headquarters at that time to inventory the contents. Complete entries will be made in the SDO logbook to include the time the responsible party was notified, time he/she arrived to conduct the inventory, when the inventory was completed, and results. Appropriate comments should also be reflected on the security sheet. Security check sheets, signed by both the SDO and ASDO will be turned in to N2 NLT 0800 the first working day following the duty day.

(13) In the event that notification of a classified message or document is received for which the proper security clearance is not held by the SDO, immediately notify the appropriate ACOS and/or N2.

(14) In the event of notification of death or serious injury to any personnel in the Group, (this includes all ships, squadrons or other units) notify the COS, COMPHIBGRU THREE Casualty Assistance Calls Officer (CACO), Command Chaplain and the Command Master Chief.

(15) If weather warning condition forecasts sustained winds of 20 knots or greater, or other unusual weather condition, e.g. tsunami watch/warning, the SDO shall pass appropriate enclosure (5) information to SOPA SUBAREA East Admin ship and request the formatted information be passed over the Command Early Warning Net (CEWN), using the "All ships present SUBAREA East, this is SOPA SUBAREA East Admin" call up. Coordinate heavy weather requirements with Naval Station, San Diego.

(16) Take custody of and determine the importance and urgency of all hand-delivered messages and correspondence for the Commander.

(17) Maintain the SDO Log, sign and deliver it to the relieving SDO with the paging device, duty key ring, and other SDO related items contained in the SDO briefcase, upon face to face turnover at the Headquarters building. Suggested entries for the log are provided in Enclosure (6).

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(18) Throughout workday periodically check on Quarter Deck watch to ensure proper watch standing and to answer any questions or concerns for watch personnel.

(19) The off going SDO will report to N3 and then the Chief of Staff at 0730 or immediately upon their arrival and brief them on any significant events, e.g., ships underway, locations of subordinate commanders, schedule changes, important messages, etc., which occurred.

c. Assistant Staff Duty Officer. The ASDO provides assistance to the SDO. In standing this duty, the ASDO shall:

(1) Complete all requirements in enclosure (7) prior to standing your first watch.

(2) At 1630 or thereafter (weekdays) the ASDO will commence a daily security inspection of all office spaces, checking for proper stowage of classified material and security of the building. Enclosure (3) will be utilized. If classified containers are found open, or classified material is not properly secured, act in accordance with procedures outlined in reference (b). Provide discrepancies to the SDO for entry in the SDO's logbook. Upon completion of security checks, present ASDO Security Check Off List to the SDO for signature.

(3) Be available to act as a Duty Driver only when departments are unable to provide a driver. During working hours, all attempts should be made by each department to provide a driver for events involving their personnel.

(4) Keep the SDO informed as to his/her whereabouts during non-working hours in the event that recall is required.

(5) Stand watch on the Quarter Deck, as assigned, until secured at 1600 by the Staff Duty Officer. Stand the watch IAW enclosure (2).

d. SDO/ASDO Watch bill Publication.

(1) The Senior Watch Officer will be designated by the Chief of Staff.

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(2) The SWO will publish successive monthly SDO watchbills by the 20th of each month. SDOs shall plan their leave requirements sufficiently in advance to accommodate the preparation of each month's watchbill therein all routine leave requests shall be routed through the SWO. Availability for the following month shall be sent to the SWO prior to the 20th of each month. All routine changes to the published watchbill shall be presented to the SWO in writing via E-mail. Once the watchbill has been published, all individuals are responsible to provide for their own relief, except in emergencies when the SWO will coordinate a relief. If a situation develops in which an SDO cannot assume/complete his/her duties, the SWO shall be notified and the current SDO will request the published Watch Super relieve him/her. The watch bill will list two Watch Supers to be used in emergencies. If neither can take the watch, inform the SWO immediately.

(3) The ASDO/Quarter Deck Watchbill Coordinator will be responsible for providing a watchbill schedule to the SWO prior to the 20th of each month. ASDO's and Quarterdeck watch standers shall plan their leave requirements sufficiently in advance to accommodate the preparation of each month's watchbill. Routine leave requests submitted for approval after the 15th of each month must include the name of a stand-by ASDO/Quarter deck watch stander, except in emergencies when the ASDO Watchbill Coordinator will coordinate a relief. All routine changes to the published watchbill shall be presented to the ASDO watchBill Coordinator in writing or via E-mail. If a situation develops in which an ASDO cannot assume his/her duties, the ASDO watchbill coordinator shall be notified and the current ASDO will remain on duty until an appropriate relief can be provided.

e. Duty IT. After normal working hours, the SDO shall coordinate any message requirements with the Duty IT. The Duty IT will review all message traffic for precedence and action addresses, and will notify the SDO of those messages that may require further action. Enclosure (4) refers.

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f. Reference Material. An SDO file is maintained by the SWO as a ready reference to assist SDOs in the performance of duty, and contains the following:

(1) Up-to-date files of pertinent orders, instructions, duty status sheets and other data for the guidance of the SDOs.

(2) Current copies of staff directories and a current copy of the staff recall bill.

(3) Copies of applicable duty lists.

(4) POC lists for all units in the chain of command.

6. Copies of the above material will also be kept in the SDO briefcase.

W. E. JEZIERSKI
Chief of Staff

Distribution:
COMPHIBGRUTHREEINST 5216.1Z
Lists 1-6

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CPG 3/ESG 5 SDO JOB QUALIFICATION REQUIREMENT

Rank: _____ Name: _____

1. Perform/Discuss the following routine evolutions:
 - a. Conduct SDO turnover _____
 - b. Screen SDO Message Traffic _____
 - c. Conduct Security Checks _____
 - d. Debrief Chief of Staff _____
 - e. SOPA SUBAREA East Functions _____
2. Discuss the duties and responsibilities of the following watchstanders:
 - a. CPG-3 Communications Watch _____
 - b. CPG-3 Assistant Staff Duty Officer _____
3. Discuss the following abnormal/emergency conditions:
 - a. Major accidents/incidents involving CPG-3/ESG-5 ships units or personnel _____
 - b. C3/4 CASREPS to CPG-3/ESG-5 ships _____
 - c. Heavy Weather Warnings for SOCAL OPAREA _____
 - d. Emergency Dispersal _____
 - e. Bomb Threats in SUBAREA East _____
 - f. Oil Spills in SUBAREA East _____
 - g. Receipt of Emergency Action Message _____
 - h. Death/Serious injury (CACO) _____

Encl (1)

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- i. SCIF Alarm _____
 - j. Prepare "Sample" Violent Crime Report (VCR) _____
 - k. Prepare "Sample" Personnel Casualty Report _____
 - l. Prepare "Sample" Unit SITREP _____
 - m. Prepare "Sample" OPREP 3 Navy Blue _____
4. Be familiar with Force Protection conditions and actions required:
- a. FPCON (Normal, Alpha, Bravo, Charlie, Delta) _____
5. Stand three Staff Duty Officer Watches Under Instruction (Minimum 1 Weekend):
- | | |
|-------------|---------------------|
| Date: _____ | SDO Initials: _____ |
| Date: _____ | SDO Initials: _____ |
| Date: _____ | SDO Initials: _____ |
6. **Qualified:** _____ **Date:** _____
 Senior Watch Officer

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QUARTER DECK WATCH DUTIES AND RESPONSIBILITIES

1. The Head quarters Quarter Deck will be manned from 0630 to 1630 during normal business days. Hours may be modified by the Senior Watch Officer and Staff Duty Officer, as required.

2. The ASDO Watch-bill Coordinator is responsible for the promulgation of the monthly watch bill. Watch standers will be E-6 or below and can also be TAD personnel. Watch standers for each day will consist of the assigned ASDO for that day and one other. The day will be split and each watch stander will be available to the other when not on watch for breaks, as needed.

3. Once the watch is established, watch standers will be responsible for the following:

(a) Maintain control of visitor badges. Inventory of badges will be done at the end of the watch day and at the beginning of the next day. Badges will also be inventoried at watch turnover.

(b) Maintain control of number and location of visitors.

(c) Maintain watch-to-watch turnover log as required.

4. Be prepared to re-locate Quarter Deck to alternate location in the event of a power loss or safe operation of elevator.

(a) Alternate Quarter Deck shall be located in the vestibule at the top of the ladder near the Admiral's elevator.

(b) Quarter Deck will be moved to this location as needed. If due to power loss, all visitor control will be maintained in the watch turnover log.

5. Keep the Staff Duty Officer (SDO) informed of any incidents or items that may need to be briefed up the chain of command.

6. Eligibility:

(a) All E-6 and below with the following exceptions: Flag Writer, Flag CS and the Flag driver.

(b) Personnel assigned to CPG3/ESG5 for any period over 30 days.

Encl (2)

COMPHIBGRUTHREEINST 3120.3Q

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7. Qualification:

(a) Quarter Deck watch standing personnel will be qualified IAW the Senior Watch Officer's direction.

ASDO SECURITY CHECK OFF LIST (updated 30Nov05)					DATE:_____				
DEPT	LOCATION	SAFE	ST U III	SIPR NET PC	DEPT	LOCATION	SAFE	STU III	SIPR PC
		78_____	N/A	7		RM 314	7 _____	NA	2
		62_____	N/A		N2		NA	#074549 _____ #058986 _____ #056211 _____(scif) #075671 _____(scif)	5
N3/5	RM 319	45 Empty	#51029 _____	22		RM 308	27 _____	#56209	1
		11a_____	#110089 _____		N5	RM 309	34 _____	#35529	1
		11b_____	#120857 _____		N6	RM 315	NA	#59971 _____ #58973 _____	1
		80 _____	#48626 _____		N00M	RM 316	47a _____ 47b _____	#120856 _____ #120896 _____	9
		28 _____			N00J	RM 322	57 _____ 64 _____ 32 _____ 14 _____	NA	3
		1 _____							
		2 _____							
		3 _____							
		4 _____							
		5 _____							
PAO N01G		NA NA	NA NA	1 2					
						VESTIBULE	63 _____ 66 _____	67 _____ 68 _____	NA NA
CNA FIELD REP		37 _____	NA	NA	N4 (#23) VAULT		40 _____ NA	NA NA	3 NA
N4 ELEVATOR		_____							
CONFERENCE ROOM		NA	NA	1	N8	(Aviation Office)	38 _____	NA	NA
**MARCOMDET			#54780 _____ (Locked Room)		CCO	(Next to gym)	49 _____	#75031	1
COS			#120853 _____		RDML			#64358 _____	1

NOTES: Safe #45 in the N3/5 area is open and empty.
Safe #92 in the CCC area is open and empty.
MARCOMDET is a locked office with a combination code for entry.
Two of the STU III in the N2 Office are in the SCIF and inaccessible.

PERSONNEL STILL IN SPACES

SPACE	NAME	ETD	REMARKS	H/D IN USE

SIGNATURE OF SDO

SIGNATURE OF ASDO

Encl (3)

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- NOTE:
1. ASDO must ensure that all personnel still present fill in the above section, stating estimated time of departure (ETD), and that they are accountable for their hard drive (H/D).
 2. If a hard drive is found still in a computer and the operator is gone for the day, remove hard drive and hand in to Comms. Leaving a note for the operator as to the whereabouts of their hard drive is optional.
 3. If you find a STU III key still in the STU III, remove it, label it to as where you pulled it from, and give to the Duty IT. Duty IT will pass key to the Key Holder in N6.
 4. Please indicate a locked safe by using either a check mark or an X. Ensure that personnel responsible for open safes initial next to the safe number of the unlocked safe.
 5. It is the responsibility of the SDO to ensure that all external doors are locked prior to departing for the day; however, this can be delegated. The doors are located outside the front office, admin, leading to the stairwell, and the Admiral's passage.

COMPHIBGRU THREE/ESG-5 STAFF DUTY OFFICER BRIEFING MEMORANDUM

From: Staff Duty Officer, COMPHIBGRU THREE/ESG-5
To: Staff Duty Information Systems Technician,
COMPHIBGRU THREE

Subj: DUTY FOR THE NIGHT OF _____

1. If any problems or questions arise, request you call me as follows:

a. Primary - Home: _____

2. As a minimum, I should be called for:

a. Immediate or higher precedence messages in which COMPHIBGRU THREE, SOPA SUBAREA East Admin (and, if appropriate, SOPA SUBAREA East) is an ACTION or Info addressee.

b. Any significant incident noted in subparagraphs (1) through (7) below on any assigned ships or units of COMPHIBGRU THREE or any ship currently berthed at Naval Station San Diego.

(1) Major accidents or incidents involving ships or units, including significant personnel incidents or disturbances.

(2) C3/4 CASREPS of assigned ships in PHIBGRU THREE

(3) Heavy weather warnings for the SOCAL area. (Utilize enclosure (3) of reference (a)).

(4) Bomb Threats.

(5) Major oil spills/HAZMAT Spills.

(6) Receipt of Emergency Action test messages (White Pinnacle/White Rocket/DEFON Change/KENT RUNNER, etc...).

(7) Any actual emergency condition.

Encl (4)

COMPHIBGRUTHREEINST 3120.3Q

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3. Reference (a) provides additional information concerning COMPHIBGRU THREE staff duty office procedures.

Staff Duty Officer

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HEAVY WEATHER WARNING SHEET

(FILL IN AND PASS VERBATIM OVER COMMAND EARLY WARNING NET)

1. NAVPACMETOCFAC San Diego Command Duty Officer has issued a ____

- (a) Wind Advisory
- (b) Gale Warning
- (c) Storm Warning
- (d) Thunderstorm Warning

For all commands in the vicinity of San Diego Bay valid for ____
Hrs commencing _____.

2. The expected conditions are:

(a) Winds _____ to _____, _____ to
(DIRECTIONS)

_____ Knots
(SUSTAINED VELOCITY)

With gusts to _____ knots.

(b) Significant Surf _____ ft. Maximum Surf
_____ ft.

3. (Other information as provided by waterfront OPS).

4. All ships are directed to take appropriate precautions.

5. METOC CDO: (619) 571-9185

Encl (5)

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SUGGESTED LOG ENTRIES

1. Abbreviations

- a. SOPA = Senior Officer Present Afloat
- b. PDL = Pass Down the Line
- c. SDO = Staff Duty Officer
- d. CDO = Command Duty Officer
- e. CPG-3 = Commander, Amphibious Group THREE
- f. ESG-5 = Expeditionary Strike Group FIVE

2. Relieving and being relieved

- a. Assumed the duty as SDO. PDL items:
- b. Relieved as SDO by: _____.

3. Transfers of Flag/Guard

- a. COMPHIBGRU THREE/ESG 5 shifted the Flag from USS _____ to USS _____.
- b. _____ assumed SOPA as reported by SOPA San Diego CA (DTG)

4. Leave/TAD

- a. COMPHIBGRU THREE/ESG 5 hauled down his flag and departed on _____ days leave/TAD.
- b. COMPHIBGRU THREE/ESG 5 returned from leave/TAD and broke his flag in USS _____.

5. Movement

- a. Departed CPG-3 headquarters

Encl (6)

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- b. Departed for quarters
- c. Arrived at quarters
- d. Departed for CPG-3 Headquarters

6. Contacts - Process/Procedures

- a. Completed brief of Duty IT.
- b. Contacted by telephone and received report from concerning: -- (DTG) --, Subj: _____. Determined that message should be annotated as to advance notification and slotted for normal routing.
- c. Received telephone report from: _____ concerning: -- (DTG) --, Subj: _____. Determined that immediate action by SDO is required. Actions taken. Persons informed.

7. Security

- a. Conducted security check of CPG-3 Headquarters; deficiencies and/or personnel remaining in offices at completion noted on check sheet. Security violations noted.

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COMPHIBGRU THREE/ESG 5 ASDO JOB QUALIFICATION REQUIREMENT

Rank: _____ Name: _____

- 1. Perform/Discuss the following routine evolutions:
 - a. Conduct ASDO turnover _____
 - (1) Beeper _____
 - (2) Duty Key Ring _____
 - c. Conduct Security Checks _____
 - d. Debrief SDO _____
- 2. Discuss with SDO the duties and responsibilities of the following watchstanders:
 - a. CPG-3 Communications Watch _____
 - b. CPG-3/ESG-5 Staff Duty Officer _____
- 3. Discuss with the SDO the following abnormal/emergency conditions: (know the basic requirements of each)
 - a. Major accidents/incidents involving CPG-3 ships units or personnel _____
 - b. C4 CASREPS to CPG-3 ships _____
 - c. Heavy Weather Warnings for SOCAL OPAREA _____
 - d. Emergency Dispersal _____
 - e. Bomb Threats in SUBAREA East _____
 - f. Oil Spills in SUBAREA East _____
 - g. Receipt of Emergency Action Message _____
 - h. Death/Serious injury (CACO) _____

Encl (7)

COMPHIBGRUTHREEINST 3120.3Q

i. SCIF Alarm _____

5. Be familiar with the following Force Protection conditions:

a. FP/CON (Normal, Alpha, Bravo, Charlie, Delta) _____

6. Stand two Assistant Staff Duty Officer Watches Under Instruction:

Date: _____

ASDO Initials: _____

Date: _____

ASDO Initials: _____

5. **Qualified:** _____ **Date:** _____
N3/N5